



LICENSING COMMITTEE
AUGUST 19, 2015

SUBJECT: ACTION PLAN QUARTERLY UPDATE

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**ACTION: RECEIVE AND FILE STATUS REGARDING ACTION PLAN
PROGRESS FOR THE LICENSING PROGRAM**

RECOMMENDATION

Receive and file status update regarding action plan progress.

ISSUE

This following is a status report on the progress of the BPM Executive Office in meeting the plans designed for accomplishing licensing goals identified in the 2015-2018 Strategic Plan.

DISCUSSION

As previously reported, since adoption of the board's strategic plan the executive office had identified major tasks designed to meet and accomplish desired BPM goals and objectives. This effort includes prioritizing objectives, establishing key timeframes and targeted due dates in addition to assigning responsibilities for each identified activity.

The attached matrix provides quick reference summaries of actions taken by staff since the last quarterly meeting of the Board on June 5, 2015 and are provided for Board reference and review.

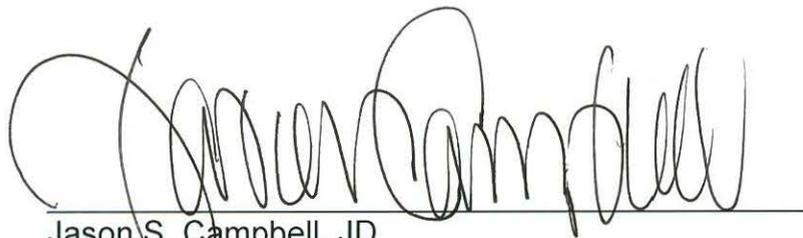
NEXT STEPS

Staff will continue to work toward meetings BPM goals and objectives identified in the 2015-2018 Strategic Plan. Continued quarterly updates will be provided for progress updates and to advise on completion of action items.

ATTACHMENTS

- A. BPM Strategic Plan 2015-2018 – BPM Licensing Goal Areas
- B. BPM Action Planning Matrix for Licensing Goal Areas

Prepared by: Jason S. Campbell, JD, Executive Officer

A handwritten signature in black ink, appearing to read "Jason S. Campbell", written over a horizontal line.

Jason S. Campbell, JD
Executive Officer



Licensing Objectives

1. Offer online renewal in order to facilitate efficiency and convenience.
2. Determine if the Board of Podiatric Medicine's (Board's) schedule of service fees is sustainable and research opportunities to cover operating costs required to implement Board mandates.
3. Investigate ways to increase the Doctors of Podiatric Medicine workforce to meet increasing public demand while maintaining California standards.
4. Evaluate the effectiveness of the current auditing regulation to meet the needs and standards of the profession.



Goal Area 2: LICENSING and EXAMINATIONS:

2.1	Offer online renewal in order to facilitate efficiency and convenience.				MEDIUM
Activities		Planned Start Date	Assigned Staff	Target Completion Date	Status
a.	Collaborate with BreEZe staff to build renewal functions.	Q2 (Oct) 2015 FY 15/16	Licensing Coordinator, E.O and BreEZe	Q3 (Jan) 2016 FY 15/16	
b.	Undergo User Acceptance Testing (UAT) for verification of functionality and operability.	Q3 (Jan) 2016 FY 15/16	Licensing Coordinator, E.O. and BreEZe	Q1 (Jul) 2016 FY 16/17	
c.	Activate and launch online renewal function.	Q2 (Oct) 2016 FY 16/17	Licensing Coordinator, E.O. and BreEZe	Q2 (Oct) 2016 FY 16/17	

Goal Area 2: LICENSING and EXAMINATIONS:

2.2	Determine if the Board's schedule of service fees is sustainable and research opportunities to cover operating costs required for implementing Board mandates.				MEDIUM
Activities		Planned Start Date	Assigned Staff	Target Completion Date	Status
a.	Determine sustainability of current service fee schedule.	Q1 (Sep) 2015 FY 15/16	All Staff	Q3 (Jan) 2016 FY 15/16	Begun Q1 (Jul) 2015 FY 15/16
b.	Research additional revenue options.	Q1 (Sep) 2016 FY 16/17	E.O. and Admin Analyst	Q2 (Dec) 2016 FY 16/17	
c.	Compile a report regarding same.	Q2 (Sep) 2016 FY 16/17	E.O. and Admin Analyst	Q2 (Dec) 2016 FY 16/17	

Goal Area 2: LICENSING and EXAMINATIONS:

2.3	Investigate ways to increase the DPM workforce to meet increasing public demand while maintaining California standards.				LOW
Activities		Planned Start Date	Assigned Staff	Target Completion Date	Status
a.	Explore options for increased marketing regarding California Licensure at Schools of Podiatric Medicine nationally.	Q1 (Jul) 2017 FY 17/18	Licensing Coordinator		
b.	Develop distribution strategy for stock of existing BPM informational brochures.	Q1 (Jul) 2017 FY 17/18	Licensing Coordinator & Program Support		
c.	Increase language accessibility by offering BPM informational brochures in multiple languages.	Q1 (Jul) 2017 FY 17/18	Licensing Coordinator & Program Support		
d.	Collaborate with associations where feasible for increasing knowledge of benefits of California DPM Licensure.	Q1 (Jul) 2017 FY 17/18	E.O.		
e.	Research advertising opportunities.	Q1 (Jul) 2017 FY 17/18	E.O. and Licensing Coordinator		

Goal Area 2: LICENSING and EXAMINATIONS:

2.4	Evaluate the effectiveness of the current auditing regulation to meet the needs and standards of the profession.				MEDIUM
Activities		Planned Start Date	Assigned Staff	Target Completion Date	Status
a.	Conduct research and analysis on current auditing regulation.	Q3 (Jan) 2016 FY 15/16	Licensing Coordinator & E.O.	Q4 (Apr) 2016 FY 15/16	
b.	Compile report with findings and recommendations for improvement.	Q1 (Jul) 2016 FY 16/17	Licensing Coordinator & E.O.	Q2 (Oct) 2016 FY 16/17	